



MSFC SAP PURCHASING GROUP CHANGE REQUEST



I. GENERAL INFORMATION

1. Request Date:	2. Type of Change:
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II. REQUESTOR INFORMATION

3. Name:	4. Telephone Number:
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III. PURCHASING GROUP INFORMATION

5. Number:	6. Description (Limit to 18 Characters):
7. Badge Number:	8. Telephone:
9. FAX Number:	10. Designation:
11. Team:	

OTHER INFORMATION

12. Special Request(s) and/or Notes:

13. Click button to email completed request to: IFMP.PgroupDataMaintnce@msfc.nasa.gov

THIS SECTION IS FOR MSFC DATA ADMINISTRATOR USE ONLY

REVIEW AND APPROVAL

14. Date Received:	15. Service Request Number:
16. Date Service Request Processed:	17. Date Completed:
18. Signature of MSFC Data Administrator:	

INSTRUCTIONS

1. Enter the date you requested the change.
2. Select the type of request being submitted:
 - a. Add - adding a new PGroup to SAP.
 - b. Change - changing an existing PGroup's information in SAP.
 - c. Delete - removing an existing PGroup from SAP.
3. Enter your name (as the requester) or the name of the person who should be contacted with any questions or issues about the information on this form.
4. Enter your telephone number (as the requestor).
5. If you selected (b.) for "change" or (c.) for "delete" in block 2, enter the PGroup number for which you are updating the information. If you selected (a.) for "add" leave this block blank.
6. Enter the name/description for the PGroup (limit to 18 characters).
7. If you selected (a.) in block 2, enter the badge number for the PGroup (MSxxxxx).
8. Enter the telephone number for the PGroup (###) ###-####.
9. Enter the FAX number for the PGroup (###) ###-####.
10. Enter the PGroup's designation (Buyer [Contract Specialist or Co-Ops], CO, Team Lead, Department Manager, Contractor, Outside Buyer or Other. If "other", then please specify.)
11. Enter the PGroup's Procurement Department/Team. For example, PS33, PS42, etc.
12. Please add any special request(s) or helpful information in this block.
13. Save the completed form using the following naming convention:

■ XXX_MSFCPGroupChangeRequest (Put the buyer code in place of the "XXX".)

Then attach the saved document to an email and send it to the MSFC Data Administrator (IFMP.PgroupDataMaintnce@msfc.nasa.gov). In the subject of the email put "PGroup Information Update". Electronic submittal from within the form may be accomplished by clicking the blue button indicated on this form.

- 14-16. The MSFC Data Administrator submits a Service Request (SR) to the Competency Center and attaches the form.
17. When the SR is processed, the MSFC Data Administrator will send an email to the requestor that the request has been completed.